

**MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Maintenance Committee** held on Thursday 14 March 2024 at 09:30  
in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

**Present:** Cllrs Travis (Chair), Alexander, Barnes (from 09:54), Clark, Kilmurray (from 09:59)

**Absent:**

**In attendance:** Abigail Williams (Parish Clerk), Alex Coxall (Parish Clerk), Les Brierley (RMRG), Chris Selway (Allotment Association), Steve Pitman (Warden)

**MAINTENANCE COMMITTEE: MINUTES**

*Meeting started 09:30*

**MA150/24 To receive and approve apologies for absence**

None received.

**MA151/24 To receive any Declarations of Interest and Dispensations**

None received.

**MA152/24 To approve the minutes of the Maintenance Committee Meeting held on 15 February 2024**

- a) To discuss comments on minutes from 15 February 2024.  
To note addition of explanation to MA135/24c) *Committee commented that this is not setting a precedent for the Parish Council to clear rubbish from private land and should be seen as emergency action only due asbestos being involved in a relatively public area.*

It was RESOLVED to accept the minutes of the Maintenance Committee Meeting held on 15 February 2024 as an accurate record.

Proposed by Cllr Clark, Seconded by Cllr Alexander.

In favour: Cllrs Travis, Alexander, Clark.

**MA153/24 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)**

No members of public in attendance.

**MA154/24 Finance Matters:**

- a) To consider a finance report on expenditure within the committee's remit.  
The finance report was noted. Underspend of budget was highlighted, Office confirmed that there are costs to be paid in this financial year and some budget would be carried forward to 2024/25 for works booked but not yet invoiced.
- b) To note the payment of Worcester Way tree works invoice at £1250.00 – thanks received from residents for the work carried out.  
It was noted.
- c) To consider quote for repairs to the litter pickers electric bike at a cost of £64.16.  
It was RESOLVED to accept the quote for repairs to the litter pickers electric bike at a cost of £64.16.  
Proposed by Cllr Clark, seconded by Cllr Alexander.  
In favour: Cllrs Travis, Alexander, Clark.

**MA155/24 Conservation Matters:**

- a) To receive the EA Monthly situation report for February 2024.  
The report was noted.
- b) To receive a report from River Mel Restoration Group (RMRG).  
A verbal report was provided by RMRG.  
It was noted that unsurprisingly the River Mel was at gloriously high levels with good flow throughout. It was noted that a working party was taking place on 16 March. Request for chipping for the paths still remains. ACTION: Office to follow up on offer of bark chippings for paths.

Signed..... Date.....

- c) To receive any other updates and consider actions.

None received.

**MA156/24 Allotment Matters:**

- a) To receive any updates and consider actions.

It was noted that inspections had been carried out by the Allotment Association and the Clerk, 5 plots were noted as 'needing work' and will be checked later in the season. It was noted that the 'Get Outdoors, Get Active' sessions that were due to run in March on the community allotment have been delayed due to lack of numbers.

ACTION: Office to chase the works to the trees approved at a previous meeting.

- b) To consider a request by a plot holder to organise the rotavating of the plot to allow them to continue to tend to it after a period of ill health.

It was RESOLVED to work with plot holders to rotovate selected plots in order to get them back in the ground up to the cost of £500.

Proposed by Cllr Alexander, seconded by Cllr Clark.

In favour: Cllrs Travis, Alexander, Clark.

*Chris Selway left the meeting 09:44*

**MA157/24 Stockbridge Meadows:**

- a) To receive an update and consider actions.

A verbal report was provided by Stockbridge Meadows volunteers. It was noted that the rabbits had eaten all of the new plants in the meadow. The Duke of Edinburgh participants continue to work hard on their visits and comments have been made about how nice it is to see the younger generation working in the area.

It was noted that the Office is progressing with the FWAG application and steps are being taken to secure the funding for the reinstatement of a historic pond in Stockbridge Meadows. It was noted that fencing and a gate would be required when the pond is reinstated.

It was noted that a skip should be hired for the site to allow for old deer fencing to be disposed. Other areas of the village, including the old Fire Shed, would be cleared at the same time to make best use of the skip.

It was noted that a resident had provided a list of flora and fauna spotted in Stockbridge Meadows recently.

*Cllr Barnes joined the meeting 09:54*

- b) To note that pest control work to be carried out in Stockbridge Meadows. To consider request for equipment if required.

It was noted.

*Cllr Kilmurray joined the meeting 09:59*

*Les Brierley left the meeting 10:00*

**MA158/24 Governance Matters:**

- a) To receive the weekly inspection reports and consider any necessary actions.

Inspection reports were noted.

Warden reported damage to grass verge at Medcalfe Way due to a lorry crossing the pathway/verge.

ACTION: Office to report damage.

ACTION: Office to work with Wardens to ensure the jobs on the inspection sheets are up to date and cover all areas.

- b) To consider any updates on damage or vandalism in the Parish.

Vandalism reports were noted.

It was noted that the fence at Worcester Way had been damaged yet again. Wardens to make the area safe. No further fixes to take place at this time. ACTION: Office to look at message to the village about the criminal act of damaging property and the waste of tax payers' money on repeated fixes.

Signed..... Date.....

- c) To receive any other updates and consider actions.

None received.

**MA159/24 Cemetery Matters:**

- a) To consider the accurate completion and submitting of the Non-Domestic Rating forms as requested by HM Revenue & Customs for Orchard Road and New Road Cemetery. Deadline to submit 11 April 2024.

Completed forms noted. ACTION: Office to return before the deadline – taking into account any burials/internments taking place between now and 31 March.

- b) To consider the upkeep of sunken graves in Orchard Road Cemetery. To the cost of top soil and Warden's time.

It was noted that works to improve sunken graves in Orchard Road would be undertaken by the Wardens. A kind offer for some top soil was received and gratefully accepted.

- c) To discuss the impact of Royston running out of burial space – do we need to amend the rules around New Road Cemetery?

It was noted that space in the cemetery is limited for a village of our size and concern was raised that we should not be shouldering the burden from another district.

Current Rules and Regulations of New Road Cemetery were reviewed and it was decided that they were sufficient to allow us to protect the space for the future but also allow us the flexibility to review applications for burial/interment on a case-by-case basis.

- d) To receive any other updates and consider actions.

Cllr Barnes requested an update on the Saxon Burial memorial. Clerk confirmed the memorial is on order and had a lengthy lead time. ACTION: Office to follow up on predicted installation date.

**MA160/24 Village Maintenance Matters:**

- a) To note continuing issues with mud from boots on Vicarage Close and to note refusal from Melbourn Village College to allow a boot cleaner on the field.

Committee were disappointed that the Village College were unable to allow the request to install a boot cleaner. It was decided that we would approach the College again asking for permission to install and maintain the ground fixed boot cleaner at the Parish Councils cost.

It was noted that the football teams had been contacted and have communicated the concerns with their players.

- b) To consider quotes to fix IAE self-closing gate at Clear Crescent play park are being gathered.

Deferred. The suppliers have provided a how to guide to see if the Wardens can solve the problem.

- c) To discuss options for removal / renovation of the seating dome on the New Rec (PC114/23a).

Lengthy discussion took place about the decision previously resolved (PC114/23a) to remove the seating dome from the New Rec. Committee would like to ensure appropriate opinion on the matter has been taken into account before taking action.

It was PROPOSED that any decision with regard to the removal or refurbishment of the seating dome on the New Rec be deferred until relevant consultation has taken place with groups such as the Practical Solutions Group (PSG), local PCSO and any other relevant parties deemed suitable.

ACTION: Office to approach PSG and other parties for response to provide a report for Full Council at a future date.

Proposed by Cllr Kilmurray, seconded by Cllr Barnes.

In Favour: Cllrs Alexander, Barnes, Kilmurray, Travis.

Abstain: Cllr Clark

- d) To consider upgrade of bin at Maple Way / Orchard Road – at a cost of £211.37

It was RESOLVED to proceed with the upgrade of the bin at the Maple Way / Orchard Road junction at a cost of £211.37.

Proposed by Cllr Alexander, seconded by Cllr Clark.

In favour: Cllrs Alexander, Barnes, Clark, Kilmurray, Travis.

- e) To receive any other updates and consider actions.

None received.

Signed..... Date.....

**MA161/24 Pavilion Matters:**

- a) To consider the purchase of 3 x boot brushes to refurbish the boot cleaner at the Pavilion at a cost of £288.45+VAT.

It was RESOLVED to purchase 3 x boot brushes to refurbish the boot cleaner at the Pavilion at a cost of £288.45.

Proposed by Cllr Kilmurray, seconded by Cllr Clark.

In favour: Cllrs Barnes, Clark, Kilmurray, Travis.

- b) To consider the purchase of replacement defibrillator pads for the defib at the Pavilion – current pads expire in June 2024 at a cost of £64.95+VAT.

Purchase agreed. It was noted that in future costs that fall within the Clerks discretionary budget should only be noted on the agenda and no consideration is required.

- c) To note investigation needed into the tripping of switch 1 at the Pavilion.

It was noted.

*Cllr Alexander returned to the meeting 10:55*

- d) To receive any other updates and consider actions.

None received.

**MA162/24 Little Hands Matters:**

- a) To consider accepting quote from Steve Young to replace flood lights as required at Little Hands at a cost of £415.

It was RESOLVED to accept the quote from Steve Young to replace the flood lights at Little Hands at a cost of £415.

Proposed by Cllr Alexander, seconded by Cllr Kilmurray.

In favour: Cllrs Alexander, Barnes, Kilmurray, Travis.

Abstain: Cllr Clark (Contractor is an acquaintance of Cllr Clark)

- b) To note that investigations are underway to quote for the works required to fix the driveway lights at Little Hands.

It was noted that Steve Young would investigate the driveways lights when carrying out the work at Little Hands and report back to the office.

- c) To note works underway to gather quotes for works to car park at Little Hands.

It was noted.

- d) To receive any updates and consider actions.

None received.

**MA163/24 Correspondence:**

- a) To consider actions in regard to request to move 'dog poo' bin on New Road to Hopkins Homes development. To note requests from residents for about further dog waste bins around the estate.

It was decided to move the current 'dog poo' bin to a new location and provide an additional bin to be installed in the SGB at Hopkins Homes estate. ACTION: Office to gather costs and work with Cllr Barnes to confirm location of the bins.

- b) To consider request from Meldreth re secondment of Warden for 7 hours a month.

Request from Meldreth Parish Council was noted and discussed with Warden. ACTION: Office to arrange a meeting between all parties to define what is needed, when it is needed and determine costs involved in the agreement.

- c) To consider suggestion to adopt phone box and convert it into a community asset.

Investigation by the Office concluded that the phone box should remain as a working phone due to it being used 91 times in the past 12 months. ACTION: Office to advise resident.

**MA164/24 Policies and Risk Assessments:**

- a) To consider any updates and consider actions.

Suggestion from Cllr Kilmurray to create a policy that deals with Melbourn Parish Council not selling land. ACTION: Office to investigate and report back to committee and Full Council.

**MA165/24 Outstanding Maintenance Issues:** To consider the status of the job spreadsheet.

ACTION: Office and Cllr Travis to review outstanding works that have been requested to residents.

**MA166/24 New Maintenance Issues:** To consider Maintenance issues arising since last meeting.

It was noted that an additional grass cut was required before the cuts start again in April. ACTION: Office to arrange with contractor.

**MA167/24 To note date of next meeting:** Thursday 18 April 2024.

The date of the next meeting was noted as Thursday 18 April 2024.

*Meeting closed 11:22*